Correspondence that Counts!

1988-89 Independent Study

USM
DIVISION OF LIFELONG LEARNING

Changing lifestyles bring about new attitudes toward education. Today people are viewing university campuses as sites from which learning emanates, rather than as cloistered repositories of knowledge. Education as purposeful involvement is becoming accepted as a lifelong part-time activity, not something that terminates with a high school or college diploma.

The University of Southern Mississippi's Division of Lifelong Learning is proud of its record of responsive leadership in taking educational opportunities to the people of the state and nation through its flexible program of extension courses, conferences, workshops, special interest courses, and Independent Study.

Independent Study offers a unique opportunity to study at one's own pace under individualized faculty guidance. Every effort has been made to assure the integrity of each course offering. The student enrolling in Independent Study can anticipate that the University's traditional standards for quality instruction will be maintained.

Independent Study is a viable alternative to traditional methods of instruction. You are invited to explore the opportunities offered by The University of Southern Mississippi's Office of Independent Study.

Division of Lifelong Learning

AA/EOE

The University of Southern Mississippi Bulletin

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1988-89

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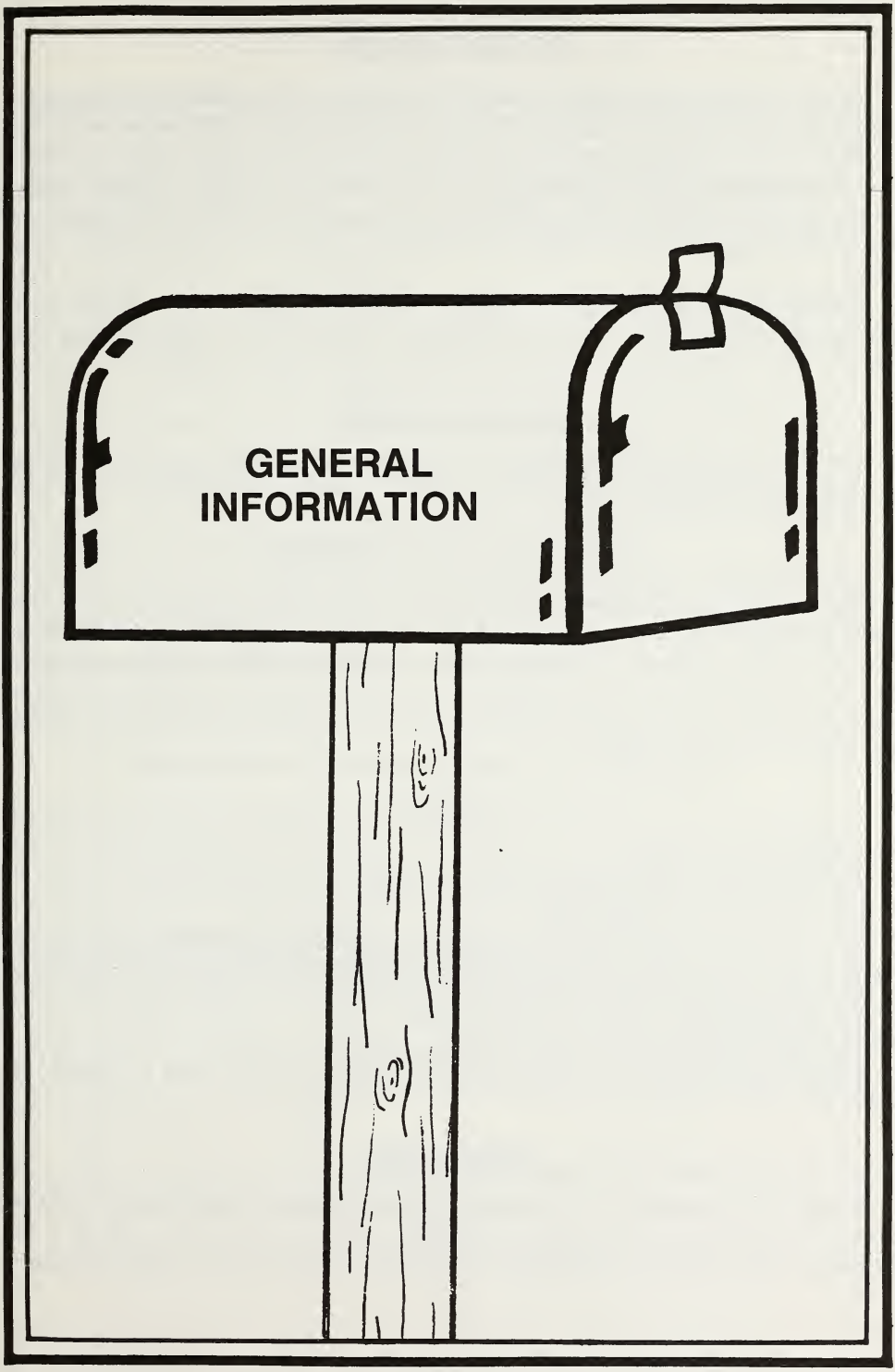

GENERAL
INFORMATION

REGISTRATION

You may register for Independent Study courses at any time during the year. Application forms are enclosed and book order forms are provided with this catalog. All information requested on the enrollment form should be completed. The application forms and fee should be sent to the Office of Independent Study, Southern Station, Box 5056, Hattiesburg, MS 39406-5056. The Book Order Form should be sent directly to USM Bookstore, Southern Station, Box 5062.

You may also register in person at the Independent Study Office, Room 315, McLemore Hall. Office hours are 7:30 a.m. to 5:30 p.m., Monday through Friday. The telephone number is (601)266-4206, 4207, 4208.

COURSE LOAD

It is recommended that no more than two Independent Study courses be in progress at any one time.

HIGH SCHOOL COURSES

The University of Southern Mississippi's Office of Independent Study offers sixty-five high school courses, found in a special section of this catalog. Anyone who has completed the eighth grade or is at least 18 years old may enroll in a high school Independent Study course. Individuals may enroll at any time during the year. For complete information about the high school program, please see page 7 of this catalog.

FEES

University Course Fees

$ 129.00 for a three-semester hour course

$ 5.00 first class mailing fee

Any additional supplements and tapes are ordered from the Office of Independent Study; payment for these must accompany the order. Prices are listed in the catalog with the course information.

High School Fees

$ 50.00 per one-half unit plus $ 5.00 first class mailing fees is payable in advance.

REFUNDS

A refund is allowed if no more than one month has elapsed since registration and if no lessons have been submitted. The amount of this refund is 80 percent of the tuition fee submitted. No refunds are allowed on course transfers.

TEXTBOOKS

Necessary textbooks may be obtained wherever it is convenient for you. Books may be sent from USM Textbooks. The Book Order Form should be sent directly to USM Textbooks, Southern Station, Box 5102, Hattiesburg, MS 39406-5102. DO NOT CONTACT THE OFFICE OF INDEPENDENT STUDY FOR TEXTBOOK ORDERS OR INQUIRIES. PLEASE TELEPHONE (601)266-5119.

If you have access to one or more of the required texts, list on the Book Order Form only those you wish sent.

Text listings in this catalog may be changed without notice. Books may go out of print, making the course for which they are used unavailable or necessitating the rewriting of the course and the use of another text.

Certain used books will be available at a reduction of the regular price. It is suggested that the student indicate if a used copy of the book is desired. If possible, it will be supplied. It should be noted that new books are not always available at the USM Bookstore; therefore, a used book will be sent to eliminate the student's waiting. New books, when desired, may be ordered directly from the publishers (see course description).

Payment for textbooks ordered from The University of Southern Mississippi Textbooks will be accepted in the form of cash, check, money order, or credit card (VISA OR MASTERCARD). Textbooks purchased for correspondence study cannot be resold to USM Textbooks. No C.O.D.S.

LESSONS PREPARATION AND MAILING

Lessons should be carefully prepared and submitted by the individual enrolled in Independent Study. The student should not apply for an examination until he is adequately prepared to take it. In most instances, the examinations are a prime indicator that the student has prepared lessons on an individual basis and that adequate preparation has been made.

As lessons are completed, the student should mail or bring them to the Independent Study Office for evaluation by the instructor. Students are encouraged to make duplicate copies of lesson assignments to protect themselves in the event of loss. Do not submit partially complete lesson assignments. (It is suggested that you mail three lessons at a time in one of the self-addressed envelopes received in your packet.)

The Office of Independent Study is not responsible for lessons lost in the mail due to insufficient postage or otherwise.

GRADING OF ASSIGNMENTS

1. Graded lessons will not be returned to the student unless his work is of a quality which, in the opinion of the instructor, requires additional work and review. A progress report will be mailed to each student after completion of lesson six and lesson fourteen on the college progam, and after lessons 1-4, Test 1, and 5-8, Test 2 on the high school program.
2. A grade report bearing the student's final grade will be mailed at the earliest possible date after completion of all course requirements.
3. The student experiencing difficulty in his work should contact the Office of Independent Study and explain the nature of his problem. Administrative problems can be handled by the Office of Independent Study; problems of an academic nature will be referred to the grading professor for response.

TIME LIMITATIONS

Resident and/or non-resident students enrolled in Independent Study courses that are to be used to complete graduation requirements must be completed, including the examination, and in the hands of the Independent Study Office no later than three weeks before the date of commencement exercises.

The maximum time for the completion of an Independent Study course is one year from the date of acceptance of the application. The minimum time for completion of a course is **one month** from the date of registration, provided assignments are sent in two or three at a time at regular intervals proportionately spaced over the minimum time.

EXTENSION

A three-month extension beyond the one-year limitation will be granted upon payment of $ 15.00 before the expiration date: Students are allowed one three-month extension for each course. With the extension fee, the student **must** include his social security number, the name and number of his course, and his name, address, and ZIP code.

EXAMINATIONS

If a student receives a failing grade on his course, he may, *with the permission of the instructor,* be permitted to retake the tests required for the course. The charge for repeating these tests is $ 15.00.

THE HONOR SYSTEM

Examinations should be an important part of the learning process. They are also the chief means for evaluating and recording your accomplishments in the subject. It is, therefore, important that the examining process be conducted so that the achievements on the examination represent your own efforts.

A high sense of personal honor and integrity is imperative in Independent Study lessons and examinations. The system of Independent Study is a privilege extended to us by the University. Hundreds are able to study at home because of such a program. Academic misconduct in the form of giving or receiving outside aid in examinations or on lessons is an abuse of this privilege and endangers the integrity both of the person and of the system.

When evidence of cheating is brought to the attention of this office, that evidence is recorded. The individual is then given an opportunity to be heard. If findings establish proof of academic misconduct, the individual may be denied refund of the Independent Study fee, credit for the course, and further registration in any Independent Study course offered by the University. A report of the violation will be made to the school concerned.

MILITARY PROGRAMS
DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT

The Defense Activity for Non-Traditional Education Support (DANTES), is responsible for providing information to military personnel concerning programs that are available to them. The Office of Independent Study of The University of Southern Mississippi has cooperated with DANTES in providing information concerning the offerings and regulations of the department. Military personnel interested in Independent Study should confer with their education officer for guidance in the selection of appropriate courses of study.

VETERANS

All University-level courses listed for credit in this **Bulletin** are approved for eligible persons or veterans under the provisions of the G.I. Bill. Veterans or eligible persons must include the completed "Application for Program of Education or Training" (VA Form 22-1990) as part of their application for enrollment in the course.

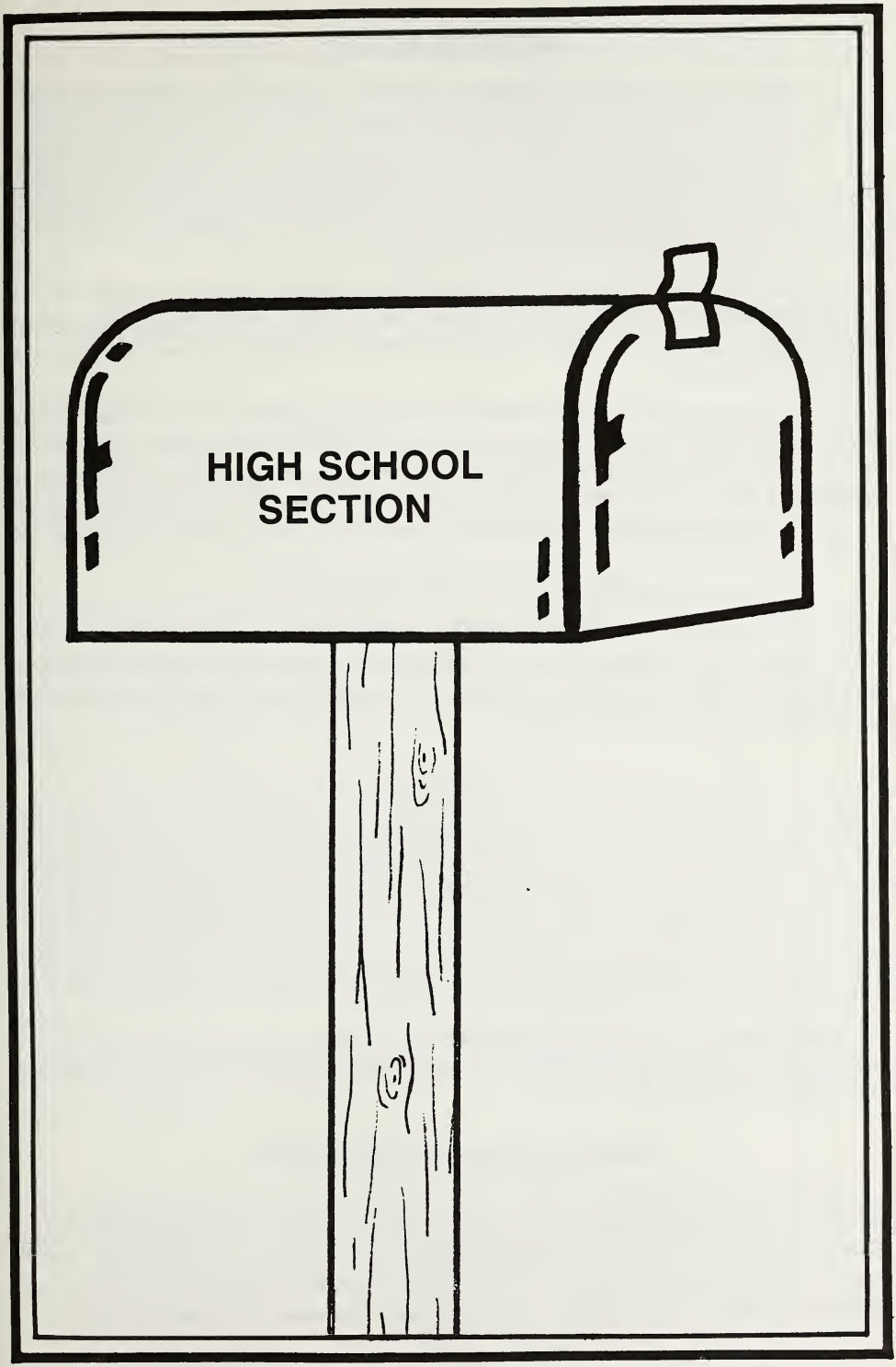
PHYSICALLY HANDICAPPED

The Mississippi Education Agency, through its Mississippi Rehabilitation Commission, offers payment of tuition and other fees and services to civilian students (normally nonveterans) who have certain physical handicaps, provided the vocational objective selected by the student has been approved by a representative of the division.

Application for vocational rehabilitation should be made to the District Rehabilitation Commission Office nearest the student's home.

COUNSELING SERVICE

The Division of Lifelong Learning offers individual counseling for the student who wishes to have help in planning an educational program which includes Independent Study. The service is especially valuable to students not presently following a degree program at a college or university. Prospective students desiring counseling should contact the Office of Independent Study.


HIGH SCHOOL
SECTION

REGISTRATION

1. Contact the principal, superintendent, or guidance counselor of your high school and have him advise which course will give acceptable credit.

2. Complete the application form and have a school official sign the application and appoint a supervisor. Be sure to indicate the course(s) requested in one-half units to avoid the possibility of the incorrect semester of work being mailed by the Office of Independent Study.

3. Send the completed application form and tuition payment to the Office of Independent Study, Southern Station, Box 5056, Hattiesburg, Mississippi 39406-5056. Make all checks or money orders payable to The University of Southern Mississippi.

4. *Course materials will be mailed to your supervisor, who will distribute them to you and issue your final instructions. It is the responsibility of the student to contact his supervisor concerning the receipt and distribution of the course materials.* If the course materials have not been received by the supervisor within a ten-day period following the request, the Office of Independent Study should be notified immediately.

5. Order textbooks from the University Bookstore using the enclosed order form. Do not send textbook requests to the Office of Independent Study.

6. Retain this catalog for future reference. Contact the Office of Independent Study should unexpected problems arise which cannot be resolved through the assistance of your supervisor.

COST

All high school Independent Study courses are divided into one-half units. The registration fee for each one-half unit is $50.00 plus $5.00 first class mailing fees. All fees must be paid in advance. Fees may be changed at anytime.

Students are required to pay postage on the lessons and tests sent in for grading, while the University pays the postage on the graded tests which are returned to the supervisor. It is the responsibility of the student to provide sufficient postage on lessons sent to the department for grading.

It is preferable that tuition payments be made by check or money order. All checks and money orders should be made payable to The University of Southern Mississippi/Independent Study.

CREDIT AND COURSE LOAD

The Office of Independent Study does not issue a diploma but issues credit through an accredited high school. Any student taking an Independent Study course for the purpose of completing high school credits, or wishing his credit added to his high school record, must have the written approval of the superintendent or principal of his school. The superintendent or principal agrees to

accept the Independent Study credit when he signs the student's Independent Study application. Upon completion of a course, a grade report is sent to the principal of the school, who in turn adds the credit to the student's high school record. Not more than *two units or four half units* of Independent Study credit may be accepted for meeting graduation in the *State of Mississippi.*

Students taking courses to meet graduation requirements outside the state of Mississippi will follow regulations of the state in which they wish to receive credit.

If a student is preparing for a GED test, he will be allowed to complete as many courses for non-credit as he deems necessary to pass the GED test.

A student cannot enroll in more than two courses of one-half unit each at any one time.

An additional two units of Independent Study work, if approved by the principal where the student is enrolled, may be counted toward a high school diploma, provided the applicant has reached the age of eighteen years on or before January 1 of the year in which the request is received and provided the applicant meets all other requirements for Independent Student credit.

SUPERVISION OF STUDY

Every student taking an Independent Study course for credit must have a supervisor appointed by his principal. The Office of Independent Study *prefers* that the supervisor be a *teacher* in the same subject field as the Independent Study course requested. *In no instance can the supervisor be a guardian or parent.*

All lesson materials will be sent to the student's supervisor, who will distribute them to the student. The specific duties of the supervisor are enumerated in the Supervisor's Manual, which accompanies each set of course materials. *Generally, the supervisor's duties consist of administering tests, mailing completed lesson assignments, and providing extra help as required.*

NOTE: It is the responsibility of the student to provide the supervisor with sufficient postage. The supervisor can be of tremendous assistance in helping the student resolve temporary problems and encouraging him to work conscientiously.

It is the responsibility of the supervisor to administer a student's tests *in a test situation* and to ensure the completion of the tests *without the benefit of outside assistance.*

CHANGE OF RESIDENCE

During the period of Independent Study course enrollment, a student who finds it necessary to transfer from one school to another must:

1. Inform his original supervisor that all tests must be destroyed.
2. Contact his new principal. It is the responsibility of the new principal to:

a. Approve the Independent Study course enrollment through his school.
b. Assign a new supervisor.
c. Inform the Office of Independent Study in writing of enrollment approval and new supervisor assignment. The name and complete address of the supervisor must be included.
d. Request that a new test booklet be sent to the newly assigned supervisor.

3. Include a handling fee of $ 5.00 with the principal's request to cover the cost of forwarding additional test materials.

RELEASE OF GRADES

Grades cannot be given by phone to students or parents.

Grades can be given by phone only to the student's supervisor, counselor, or principal after proper identification. The identification method will be by the supervisor's social security number which is listed on the application.

Grades will be sent by mail to the student's high school and to the student's home.

A progress report may be given by phone to the student upon proper identification such as social security number.

Students may see their grades which are recorded in the Independent Study office.

GRADE APPEAL PROCESS—INDEPENDENT STUDY

The University of Southern Mississippi's Office of Independent Study has established the following grade appeal procedure to facilitate due process in the disposition of questions relative to the assignment of grades for work completed through the department. Appeals should follow the guidelines as outlined below:

1. All appeals must be presented by the student in writing to the Director of Independent Study.
2. The Director will consult with the course grader to determine the accuracy of the claims contained in the appeal. The Director, following this consultation, will render a decision to the student relative to the appeal.
3. If the student is not satisfied with the decision, he/she may appeal to the Dean of the Division of Lifelong Learning. In an effort to reach a decision, the Dean of Lifelong Learning may appoint a three-person committee comprised of members of the University's Lifelong Learning Committee for the purpose of reviewing all pertinent information and rendering a recommendation to his office.
4. The Dean of Lifelong Learning will render a decision based on the committee's recommendation and his personal findings in the matter.

5. The appeal of high school grades will become final with the decision of the Dean of Lifelong Learning. University students may appeal to the Vice President for Academic Affairs for a final decision if there is disagreement with the decision of the Dean of Lifelong Learning.
6. In all cases, a decision regarding the appeal of any grade will be presented in writing to all parties involved.

TRANSFER OF COURSE—HIGH SCHOOL

If a student wishes to transfer his enrollment to a course different from the one for which he registered, he may do so provided:

a. The request is made within a thirty-day period after the original registration date.
b. A new application form signed by his principal and naming a supervisory teacher for the new course is submitted.
c. A $ 5.00 "transfer fee" and a $ 1.00 fee for each lesson assignment submitted are paid.
d. The original course materials and supervisor's manual are returned to the Office of Independent Study.
e. The transfer does not alter the original time limit for completion of the course.
f. The transfer is not made from one person to another.
g. All transfer fees are in the hands of the Office of Independent Study before the new course is issued.

UNIVERSITY COURSES FOR HIGH SCHOOL SENIORS

Enrollment in basic university courses is open to eligible high school students who wish to enrich and accelerate their education. Students may enroll any time during the year, beginning as early as summer vacation between the junior and senior years.

Eligibility

To be eligible for this program, high school students must have completed their junior year; they must rank in the upper one-third of their class; they must be capable of performing university-level work; and the Independent Study course work should not interfere with their regular high school program.

Mathematics

MAT 103	Plane Trigonometry
MAT 112	Applied Algebra for Problem Solving

Political Science

PS 101	American Government

Psychology

PSY 110	General Psychology

Science Education

FS 104	Physical Science I
FS 106	Biological Science I

Sociology

SOC 101	Introduction to Sociology

DESCRIPTION OF COURSES
HIGH SCHOOL SUBJECTS

(Text and course material subject to change)

Business

ACCOUNTING I, First Half (07.0121) (One-Half Unit)
A beginning course which will teach the basic bookkeeping concepts as they apply to the techniques used in the business world.

Text: Century 21 Accounting, First Year Course by Swanson, Ross and Hanson, Fourth Edition, Southwestern Publishing Co., 1987. (B40)

Workbook: Century 21 Accounting, Working Papers and Study Guides, Fourth Edition, Chapters 1-18. (B411)

ACCOUNTING I, Second Half (07.0121) (One-Half Unit)
Continuation of the above course.

Text: Same as above course.

Workbook: Working Papers and Study Guides for Chapters 19-30. (B212)

BUSINESS MATHEMATICS (07.0171) (One-Half Unit)
This course presents three distinct types of subject matter: business problems, fundamental operations, and mental arithmetic. It is designed so that the student may gain a deeper understanding of number operations and relationships and obtain a firmer grasp of the meaning and use of fractions, decimals, and percents.

Text: Applied Business Mathematics, Southwestern Publishing Company, workbook only, #M451, Eleventh Edition by Fairbanks, 1980.

BUSINESS COMMUNICATIONS (07.0411) (One-Half Unit)
The course presents fundamental skills necessary for the writing of effective business correspondence. Drills are given in building the sentence and paragraph units so that the student should be able to write a satisfactory letter of any type.

Text: Effective English for Business Communication, Southwestern Publishing Company, Seventh Edition, 1980, no workbook required.

BUSINESS LAW (06.0121) (One-Half Unit)
The course is designed to give the student a practical understanding of the law and of the legal framework that has grown up around it. This practical understanding of the law should help determine if and when a lawyer should be consulted.

Text: Applied Business Law by Fisk, Southwestern Publishing Company, Eleventh Edition, 1977, book L84.

BUSINESS DYNAMICS, First Half (06.0111) (One-Half Unit)
A course in which the student acquires information about business and its services (transportation, communication, banking, insurance, etc.) and information which is important in the everyday life of persons.

Text: General Business for Economic Understanding, Southwestern Publishing Company, 1976

BUSINESS DYNAMICS, Second Half (06.0111) (One-Half Unit)
Continuation of the above course.

SHORTHAND I, First Half (07.0611) (One-Half Unit)
This course, based on the new Gregg Series 90, is prepared for the student who desires to learn the fundamentals of Gregg shorthand. Upon completion of the course, the student will have a knowledge of all Gregg shorthand principles and will have read and copied much printed shorthand with some degree of speed and accuracy.

Text: Part I, Gregg Shorthand for the Electronic Office — Short Course, Series 90, Leslie, Zoubek, and Condon, Gregg Division, McGraw-Hill Book Company, 1984, Sections 1-30.

Workbook for Part I — Gregg Shorthand for the Electronic Office, Series 90, 1984.

Student's Transcript of Part I — Gregg Shorthand for the Electronic Office — Series 90, 1984.

SHORTHAND I, Second Half (07.0611) (One-Half Unit)
Continuation of the above course. Same text and same workbook, Sections 31-60.
Student Dictation Records from Gregg Dictation and Introductory Transcription, Series 90. (Sets 1 and 2).

TYPEWRITING I, First Half (07.0711) (One-Half Unit)
A course in the fundamentals of touch typewriting for the purpose of mastering the keyboard and operative parts of the machine; also gives practice and training in the preparation of a variety of business papers. Note: Student must have access to a typewriter.

Text: Century 21 Typewriting by Lessenberry, Crawford, Erickson. Book 1, Second Edition,(T81), Southwestern Publishing Company, 1977.

TYPEWRITING I, Second Half (07.0711) (One-Half Unit)
Continuation of the above course.

Text: Same as above, lab materials for Second Edition, T812, Cycle 2.

TYPEWRITING II, First Half (07.0712) (One-Half Unit)
This course is organized to give the student experience in the preparation and understanding of varied typing problems of increasing difficulty and to develop vocational competency in office procedures.

Text: Century 21 Typewriting, by Lessenberry. Book 2, Second Edition, (T82), Southwestern Publishing Company, 1977.

Laboratory materials for Second Edition, book 2, T821, cycle 3 of same text.

TYPEWRITING II, Second Half (07.0712) (One-Half Unit)
Same text with laboratory materials for cycle 4, T822.

English

ENGLISH I (Grade 9), First Half (23.0107) (One-Half Unit)
A Ninth Grade level course to give a review in the use of the tools of basic grammar and elementary composition.

Text: Modern English in Action, 1978. D.C. Heath.

ENGLISH I (Grade 9), Second Half (23.0107) (One-Half Unit)
A Ninth Grade level course to give an appreciation of literature.

Text: Insights, Themes in Literature by Carlsen, McGraw-Hill, 1979, Third Edition.

ENGLISH II (Grade 10), First Half (23.0110) (One-Half Unit)
A Tenth Grade level course to give an appreciation of literature, elementary composition, and grammar review.

Text: Modern English in Action by Christ. Heath(10th), 1982.

ENGLISH II (Grade 10), Second Half (23.0110) (One-Half Unit)
Continuation of the above course.

Text: Exploring Life Through Literature by Farrell. Scott, Foresman, 1976.

ENGLISH III (Grade 11), First Half (23.0113) (One-Half Unit)
An Eleventh Grade level course which introduces the student to American literature through the study of modern fiction, nonfiction, poetry, and drama. The course also presents the fundamentals of grammar to be used in writing.

Text: English Writing and Skills by W. Ross Winterowd and Patricia Y. Murray. Coronoado Publishers, Dallas, Texas, 1985.

ENGLISH III (Grade 11), Second Half (23.0113) (One-Half Unit)
Continuation of the above course.

Text: American Literature by Dr. George Kearns, et al. Macmillan Publishers Company, New York, 1984.

ENGLISH IV (Grade 12), First Half (23.0116) (One-Half Unit)
A Twelfth Grade level course which provides a review of English grammar as well as the opportunity to practice good writing skills.

Text: Modern English in Action by Christ. D.C. Heath(12th), 1982.

ENGLISH IV (Grade 12), Second Half (23.0116) (One-Half Unit)
This course surveys English literature from the Anglo-Saxon period through the eighteenth century.

Text: England in Literature America Reads, by McDonnell, Pfordreshrer, and Ueidemans, Seventh Edition, Scott, Foresman & Co., 1985.

Journalism

INTRODUCTION TO JOURNALISM, (09.0411) (One-Half Unit)
A course to give a basic understanding of journalism and skills in writing for high school newspapers; fosters appreciation of good journalism.

Text: Press Time by Julian Adams and Kenneth Stratton. Prentice-Hall, Inc., Englewood Cliffs, New Jersey, 1985 edition.

Home Economics

HOME ECONOMICS I, First Half (20.0113) (One-Half Unit)
This introductory course in homemaking is designed to give a student general information in understanding himself, his family, and his social relationships.

Text: Skills for Everyday Living, Frances, Baynor, Parnell. The Goodheart Willcox Company, Inc., South Holland, Illinois, 1988.

HOME ECONOMICS I, Second Half (20.0113) (One-Half Unit)
This course has combined scientific knowledge of a balanced diet with its practical application of meal planning.

Text: Food for Today, by Helen Kowtaluk, Alice O. Kopan, 3rd edition, 1986, Glencoe Publishing Company.

HOME ECONOMICS II, First Half (20.0114) (One-Half Unit)
This course is primarily concerned with basic sewing skills and the evaluation and management of a wardrobe.

Text: Steps in Clothing Skills by Wanda Draper and Anetta Bailey, Revised 1978 Edition. Charles A. Bennett Company, Inc.

HOME ECONOMICS II, Second Half (20.0114) (One-Half Unit)
This is an introductory course in home planning, furniture and equipment buying, the selection of accessories, and the choice of style and design.

Text: Homes Today and Tomorrow by Ruth F. Sherwood, Revised 1976 Edition. Charles A. Bennett Company, Inc.

FAMILY LIVING AND PARENTHOOD (20.0107) (One-Half Unit)
This study of Family Living includes personality development, dating problems, engagement, marriage, laws, marriage adjustments, family finances, divorces, and preparation for parenthood.

Text: Married and Single Life by Audrey Palm Riker and Holly E. Brisbane. Bennett and McKnight. Glencoe Publishing Company, 1984.

CHILD DEVELOPMENT (20.0102) (One-Half Unit)
The major purpose of this course in Child Development is to focus on children—their physical, emotional, and intellectual growth.

Text: The Developing Child-Third Edition by Brisbane. Charles A. Bennett Company, Inc., Peoria, IL, 1985.

Foreign Language

FRENCH I, First Half (16.0903) (One-Half Unit)
An introduction to the principles of grammar, pronunciation, and reading.

Text: Son et Sens, Albert Valdman, Guy MacMillin, Marcel, LaVergne, Simon Belasco. Scott, Foresman and Company, 1981.

FRENCH I, Second Half (16.0903) (One-Half Unit)
Continuation of the above course.

FRENCH II, First Half (16.0904) (One-Half Unit)
Continued grammar drill, with more extensive reading and translation.

Text: Scenes et Sejours, Albert Valdman, Nancy Caplan Mellerski, Marcel LaVergne, Simon Belasco. Scott, Foresman and Company, 1981.

FRENCH II, Second Half (16.0904) (One-Half Unit)
Continuation of the above course.

SPANISH I, First Half (16.0933) (One-Half Unit)
An introduction to the principles of grammar, pronunciation, and reading.

Text: El Espana Al Dia by Turk, Book I. Tapes 1-6 furnished by the Department of Independent Study and are returnable prior to release of final grade.

SPANISH I, Second Half (16.0933) (One-Half Unit)
Continuation of the above course.
Text: Tapes 7-12 are furnished by the Department of Independent Study and are returnable prior to release of final grade.

SPANISH II, First Half (16.0934) (One-Half Unit)
Continued grammar drill, with more extensive reading and translation.
Workbook: Workbook in Spanish Two Years. Second Edition by Nassi and Bernestein. Amsco School Publications, Inc., New York, NY. Answer-Key to accompany workbook.

SPANISH II, Second Half (16.0934) (One-Half Unit)
Continuation of the above course.

Mathematics

ALGEBRA I, First Half (27.0404) (One-Half Unit)
This course reflects the recent advances in the teaching of mathematics and the content of modern mathematics. Mathematical concepts are taught for an understanding of the number systems with some attempts to illustrate the uses of mathematics in the modern world of science and technology.
Text: Algebra Book I Structure and Method by Dolciani. Houghton-Mifflin Co., 1981.

ALBEGRA I, Second Half (27.0404) (One-Half Unit)
Continuation of above course.

ALGEBRA II, First Half (27.0405) (One-Half Unit)
This course is a continuation of Elementary Algebra. The topics presented include: a review and extension of topics previously studied, binomial theorem, complex numbers, theory of equations, algebraic and graphical solution of simultaneous quadratic equations in two unknowns, ratio, proportion, variation.
Text: Algebra and Trigonometry Structure and Method New Edition Book 2, Houghton-Mifflin Company, 1982.

ALGEBRA II, Second Half (27.0405) (One-Half Unit)
Continuation of above course.

GENERAL MATHEMATICS I, First Half (27.0106) (One-Half Unit)
This course provides a mathematical background which is directly related to everyday life. The topics include a review and extension of arithmetic with applications to everyday living; the fundamental processes with integers, fractions, and decimals; percentage; scale drawings, graphs, formulas; budgeting and spending; banking and saving money.
Text: General Math I by Shaw. Houghton-Mifflin Co,. 1980.

GENERAL MATHEMATICS I, Second Half (27.0106) (One-Half Unit)
Continuation of above course.

GENERAL MATHEMATICS II, First Half (27.0107) (One-Half Unit)
This is a continuation of Fundamental Mathematics I. Review and extension of algebra to include the formula, signed numbers, equations of first degree in one and two unknowns, and problems; and applications of mathematics to home and community life, to science and technical work.

Text: **Essentials of Mathematics Consumer/Career Skills** Applications (1987) by Gerardo, Jones and Foster. Jarcourt, Brace and Jovanovich Publishers.

GENERAL MATHEMATICS II, Second Half (27.0107) (One-Half Unit)
Continuation of above course.

GEOMETRY, Unified, First Half (27.0408) (One-Half Unit)
This course deals with modern geometry as it is used in today's world. It is a study of geometry in the context of the space age, lines and planes in space, angles and triangles, geometric inequalities, congruences, along with deductive and indirect proof.

Text: **Geometry** by Jergensen. Houghton-Mifflin Co., 1988.

GEOMETRY, Unified, Second Half (27.0408) (One-Half Unit)
Continuation of above course

MATHEMATICS, ADVANCED, First Half (27.0425) (One-Half Unit)
This is a modern pre-calculus course which includes a study of advanced algebra with an emphasis on functions and the analytic aspect of trigonometry.

Text: **Advanced Mathematics An Introductory Course,** By Brown and Robin. Houghton-Mifflin Co., 1975.

MATHEMATICS, ADVANCED, Second Half (27.0425) (One-Half Unit)
Continuation of above course.

Science

BIOLOGY, First Half (26.0131) (One-Half Unit)
This course attempts to make the student aware of interrelationships of living things and their environmental adaptations and to have a clear comprehension of the significance and importance of life to human welfare.

Text: **Modern Biology** by Otto-Towle. Holt, Rinehart, & Winston Co., 1981 edition.

BIOLOGY, Second Half (26.0131) (One-Half Unit)
Continuation of the above course—same text.

CHEMISTRY, First Half (40.0521) (One-Half Unit)
This course is designed to provide introductory material on atomic structure, the Periodic Table, and chemical bonding.

Text: **Modern Chemistry** by Dull, Metcalf, & Williams, New York: Holt, Rinehart, and Winston, Inc. 1986. No workbook required.

CHEMISTRY, Second Half (40.0521) (One-Half Unit)
Continuation of the above course.

GENERAL SCIENCE, First Half (One-Half Unit)
This is a course which presents an insight into the study of air, water, matter and energy, understanding man, heat, weather and astronomy.
Text: Focus on Physical Science by Heimer. Charles E. Merrill Publishing Co., 1977.

GENERAL SCIENCE, Second Half (One-Half Unit)
Continuation of the above course.

PHYSICS, First Half (40.0821) (One-Half Unit)
This course examines the fundamental relationships of matter and energy.
Text: Physics, Principles and Problems by Murphy and Smoot. Merrill Publishing Company, 1982.

PHYSICS, Second Half (40.0821) (One-Half Unit)
Continuation of the above course.

Social Studies

GOVERNMENT, Mississippi, State & Local (45.1002) (One-Half Unit)
This course is primarily concerned with citizenship and the part that a responsible citizen should play in his community, county, state, and country, as well as his place in the community of the world.
Text: Civics and Law for Mississippi, by Hatcher and Parker, Magnolia Publishing Company, 1987, Second Edition.

GOVERNMENT, United States (45.1004) (One-Half Unit)
A study of basic principles of American government; the organization, process, and functions of the national and state levels of government are covered.
Text: American Government by Magruder. Allyn and Bacon, 1984.

ECONOMICS (45.0601) (One-Half Unit)
The primary emphases of this course are the study of tools of economic analysis and their application to contemporary economic issues.
Text: Economics: Principles and Practices, (1979) by Brown and Wolf, Charles Merrill Publishing Company. Workbook Required: **Applying Economic Concepts,** (1979)by Brown and Symmes, Charles Merrill Publishing Company.

GEOGRAPHY (45.0704) (One-Half Unit)
A primary objective in this course is to gain an understanding of the interdependence of people and places, and the physical and economic factors which affect each.
Text: Global Geography by Preston James and Nelda Davis. MacMillan Co., 1981 Edition. Workbook to accompany text.

HISTORY, United States, 1877 to Present, First Half (45.0811) (One-Half Unit)
Text: Triumph of the American Nation by Louis Paul Todd and Merle Curti. Publishers: Harcourt, Brace and Jovanovich, 1986.

HISTORY, United States, 1877 to Present, Second Half (45.0811) (One-Half Unit)
Text: Same as the 1st half.

SOCIOLOGY (45.1121) (One-Half Unit)
This course is concerned with how people behave in groups and how group interaction influences their behavior.

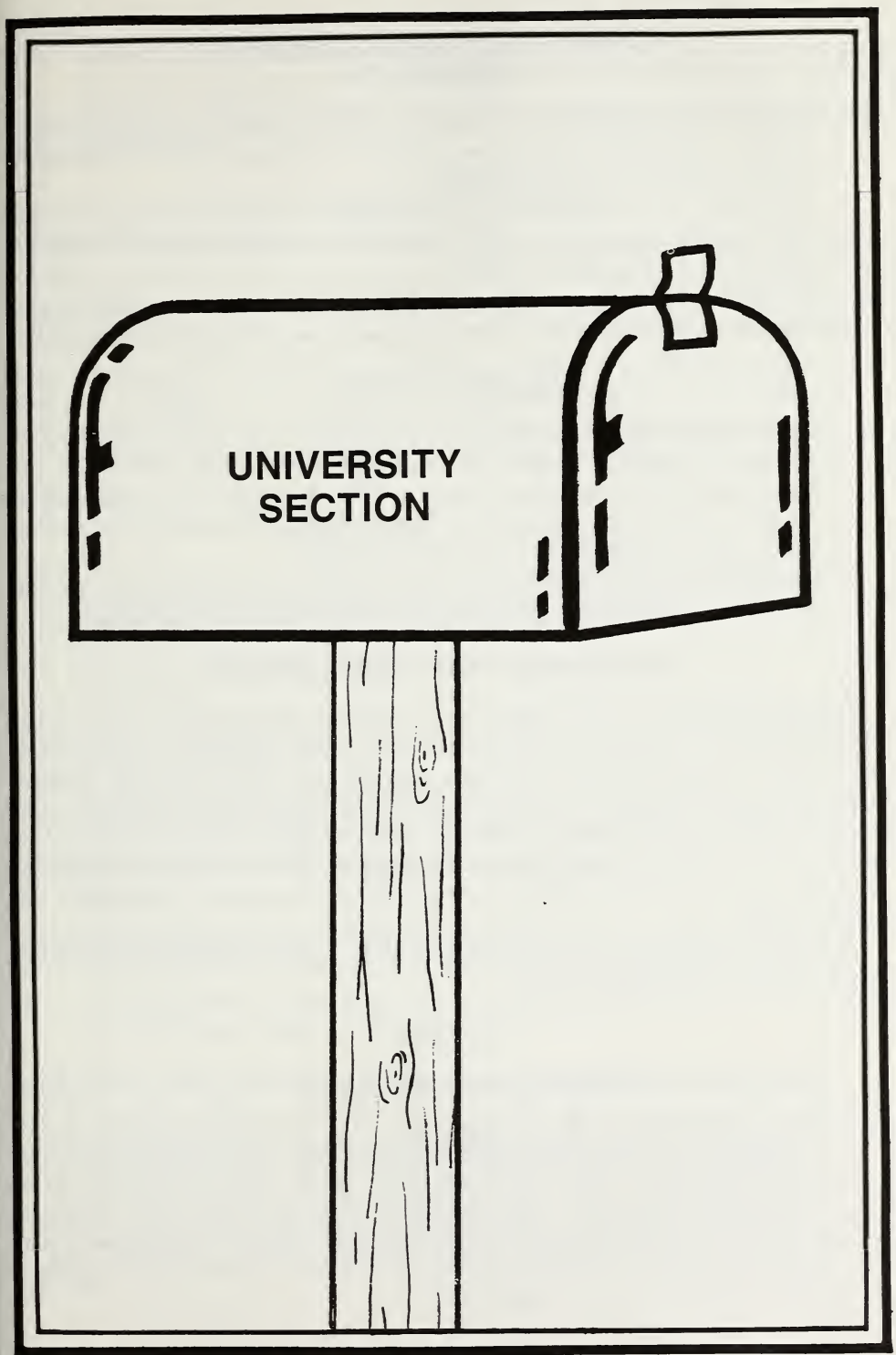
Text: Sociology by Paul T. Landis, Third Edition, Ginn & Company, 1980.

WORLD HISTORY, First Half (45.0835) (One-Half Unit)
This course deals with the rise and growth of civilization from the time that man appeared on earth to the present.

Text: Men and Nations, A World History by Mazour. Harcourt, Brace & Jovanovich, Third Edition, 1975.

Workbook: None

WORLD HISTORY, Second Half (45.0835) (One-Half Unit)
Continuation of the above course.


UNIVERSITY
SECTION

ENROLLMENT REGULATIONS
UNIVERSITY

1. Students may register for Independent Study courses at any time during the year. Application blanks are enclosed and Book Order Forms will be found at the back of the **Bulletin**.
   If a student is in attendance at any institution of higher learning, he must obtain written permission of the dean of his college or school in order to register for Independent Study.
2. Students under suspension from any college or university will not be permitted to take Independent Study courses during the period of suspension.
3. A student from any state or country may enroll for Independent Study courses at The University of Southern Mississippi. It is suggested, however, that each student check with the dean of his/her own college for approval and advice before enrolling for the Independent Study work.
4. Two persons from the same family are discouraged from registering for the same course because persons taking Independent Study courses are not to work together.
   Materials submitted by students must be his/her own individual material, and it is important that independent study habits be established.

ELIGIBILITY FOR ENROLLMENT

Formal admission to The University of Southern Mississippi is not required for enrollment in Independent Study courses, and enrollment in an Independent Study course does not constitute admission to the University. Degree-seeking students enrolled in on-campus courses should clear all Independent Study courses with the dean or adviser of the college in which they wish to graduate and submit a written permission slip with their Independent Study application form. For those students not enrolled in on-campus courses, this rule will not apply.

AN INDEPENDENT STUDY COURSE MAY NOT BE TAKEN TO REMOVE AN EXISTING GRADE OF "F".

CREDIT

1. If academic credit is desired, the student must meet the course prerequisites.
2. Up to one-fourth of the requirements for the bachelor's degree at The University of Southern Mississippi may be met through Independent Study and/or Extension. All of the thirty-three hours may be Extension or all of the thirty-three hours may be Independent Study or in any combination of the two as long as the total is not more than thirty-three semester hours. A maximum of nine semester hours may be taken through Independent Study in any one department.

3. Credit will not be allowed when there is evidence that unfair assistance has been obtained on either the lessons or the final examination. Students denied credit for this reason may not repeat the course through Independent Study.

PASS-FAIL OPTION

Independent Study courses may be taken on a pass-fail basis. If a student wishes to enroll in an Independent Study course on a pass-fail basis, he must state this fact when he applies for the Independent Study course. The student must also abide by the pass-fail regulations stated in the University **Bulletin**.

USE OF LIBRARY

A library card may be secured in the Office of Independent Study located in Room 315, McLemore Hall for use of library facilities for the duration of the course.

TRANSFER OF COURSE

If a student wishes to transfer his enrollment to a course different from the one for which he registered, he may do so provided:

a. The request is made within a thirty-day period after the original registration date.

b. A $5.00 "transfer fee" and a $1.00 fee for each lesson assignment submitted are paid.

c. Written permission for the new course is obtained from the dean of his school or college if he is currently enrolled at an institution of higher learning.

d. The original course materials are returned to the Office of Independent Study.

e. The transfer does not alter the original time for completion of the course.

f. The transfer is not made from one person to another.

g. All transfer fees are in the hands of the Office of Independent Study before the new course is issued.

RELEASE OF GRADES

Grades will be sent directly to the registrar's office to be recorded on the student's transcript, and a copy will be mailed directly to the student.

Grades will not be given by phone other than to proper university or college officials with a direct educational need for grades. The student's adviser, department chairman, and the Registrar may be persons with a possible need for grades.

A progress report may be given by phone to the student upon proper identification such as social security number.

Students may see their grades, which are recorded in the Independent Study Office.

GRADE APPEAL PROCESS—INDEPENDENT STUDY

The University of Southern Mississippi's Office of Independent Study has established the following grade appeal procedure to facilitate due process in the disposition of questions relative to the assignment of grades for work completed through the department. Appeals should follow the guidelines as outlined below:

1. All appeals must be presented by the student in writing to the Director of Independent Study.
2. The Director will consult with the course grader to determine the accuracy of the claims contained in the appeal. The Director, following this consultation, will render a decision to the student relative to the appeal.
3. If the student is not satisfied with the decision, he/she may appeal to the Dean of the Division of Lifelong Learning. In an effort to reach a decision, the Dean of Lifelong Learning may appoint a three-person committee comprised of members of the University's Lifelong Learning Committee for the purpose of reviewing all pertinent information and rendering a recommendation to his office.
4. The Dean of Lifelong Learning will render a decision based on the committee's recommendation and his personal findings in the matter.
5. The appeal of high school grades will become final with the decision of the Dean of Lifelong Learning. University students may appeal to the Vice President for Academic Affairs for a final decision if there is disagreement with the decision of the Dean of Lifelong Learning.
6. In all cases, a decision regarding the appeal of any grade will be presented in writing to all parties involved.

TRANSCRIPT OF RECORD

An official grade transcript may be requested in writing from the Registrar's Office, Southern Station, Box 5006, Hattiesburg, MS 39406-5006. The fee of $2.00 for each official and $1.00 for each unofficial transcript should be sent with the request; the transcript will be sent to the person or institution indicated in the request.

TEACHER CERTIFICATION

Independent Study courses offered in this **Bulletin** can be used *in fulfilling the requirements for Mississippi Teacher Certification* or *Certification Renew-*

al. These courses will also fulfill Teacher Certification Renewal requirements in many other states. Teachers residing outside of Mississippi should contact their state departments for approval before enrolling for this purpose.

Courses being taken for teacher certification should be completed and the examination must be in the Independent Study Office by August 15 in order to have credit reported by September 1 to the Mississippi State Department of Education for certification for a particular year.

EXAMINATION APPOINTMENTS

If you intend to take your examination at the Office of Independent Study on the USM campus, Hattiesburg, you may come into the office any day Monday through Friday. Office hours are 7:30 a.m. to 4:00 p.m. for testing purposes. You are allowed three hours for the taking of the examination. If you plan to take it during the morning hours, you should come in prior to 9:00 a.m. If you plan to take it during the afternoon, you should come in at 1:00 p.m. in order to have ample time before closing.

If you plan to take the examination at one of the testing centers, please see the listing of examination centers as follows. Scheduled examination hours should be arranged with the Test Center ten days prior to the date of the examination and request for examinations should be received in the Independent Study Office seven to ten days before that date in order to assure mailing of the information to the Test Center.

SCHEDULE OF INDEPENDENT STUDY EXAMINATION CENTERS

Booneville: 38829

Northeast Mississippi Community College
Mr. Hal Hughes, Dean of Student Affairs
Estes Hall
Wednesday, 1:00 p.m. and other days by appointment
Telephone: 728-7751

Clarksdale: 38614

Coahoma Junior College
Mr. Charles F. Reid, Vice President for Instruction
and Community Services Program
Mary G. Whiteside Hall
By appointment 8:30 a.m.-3:00 p.m., Monday through Friday.
Telephone: 627-2571, Ext. 127 or 110
Rt. 1, Box 616

Cleveland: 38732

Delta State University
Dr. Robert Walters, Dean of Graduate Studies and Continuing Education
J.M. Ewing Building, Room 130, Box C-1
Monday through Friday, 8:00-12:00 a.m., 1:00-5:00 p.m.
Telephone: 846-4310

Columbus: 39701

Mississippi University for Women
Dr. Billy D. Pounds, Box 551

Decatur: 39327

East Central Community College
Dr. Brad Tucker
Room 171, Administration Building
P.O. Box 129

Ellisville: 39437

Jones County Junior College
Mrs. Pam Lewis, President's Office
Hutcheson-Hubbard Building
Monday through Friday by appointment only
8:00 a.m. until 4:30 p.m.
Telephone: 477-9311, Ext. 211

Fulton: 38843

Itawamba Junior College
Mr. Carl C. Comer, Registrar
Main Office Building
Monday through Friday, 8:00 a.m. and 4:00 p.m.
By appointment

Gautier: 39553

Mrs. Jan Holifield
USM-Jackson County
P.O. Box 850
Telephone: 863-5388 or 497-3636

Goodman: 39079

Holmes Junior College
Mr. Danny O'da Williams, Dean of Student Services
By appointment Monday through Friday
Telephone: 472-2312, Ext. 24

Grenada: 38901

Holmes Junior College
Grenada Center
Mr. Jack L. Holmes, Executive Director
1060 Avent Drive
By appointment Monday through Friday
Telephone: 226-0830

Gulfport: 39501

Jefferson Davis Campus
Mississippi Gulf Coast Community College
Mr. G. W. Cadle, Campus Vice President
Administration Building
By appointment Monday through Friday
Telephone: 896-3355

Hattiesburg: 39406

The University of Southern Mississippi
Mr. B.R. Folkes, Director or
Mrs. Peggy Ladner, Office Manager
Department of Independent Study
Southern Station, Box 5056
Room 315, McLemore Hall
Monday through Friday 7:30 a.m.-5:30 p.m.
No exams administered after 4:00 p.m.
Telephone: 266-4206, 266-4208

Itta Bena: 38941

Mississippi Valley State University
Dr. C.W. Howard, Director of University Testing
By appointment

Jackson: 39211

Mrs. Susie Hughes
USM-Jackson
3825 Ridgewood Rd.
By appointment only — Monday through Friday
9:00 a.m.-12:00 p.m., 2:00 p.m.-5:00 p.m.
Telephone: 982-6210

Keesler: 39534

Keesler Air Force Base
Pat Williams
P.O. Box 5099
Keesler AFB, MS

Long Beach: 39560

The University of Southern Mississippi
USM-Gulf Park
Ms. Marilyn Scholz, Conference Coordinator
Telephone: 865-4535

Mathiston: 39752

Wood Junior College
Mrs. Barbara Crawford, Academic Affairs
Wood Memorial Building
By appointment Monday through Friday

Meridian: 39301

Meridian Community College
Dr. Tommy L. McDonald, Director, Admissions & Counseling
H.M. Ivy Building
Monday through Friday by appointment only

Mississippi State University
Meridian Branch
Dr. David Moffett, Director
Office hours: 8:00 a.m. to 8:00 p.m.
Monday through Thursday, 8:00-5:00 p.m., Friday
By appointment only
5520 Highway 19 North
Telephone: 483-5224

Moorhead: 38761

Mississippi Delta Junior College
Mr. Harmon Boggs, Academic Dean
Administration Building
By appointment Monday through Friday 8:00 a.m.-4:00 p.m.
Telephone: 246-5631

Natchez: 39120

Copiah-Lincoln Jr. College
Dr. Ed. Meadows, Dean
Natchez Campus
Monday through Friday
Telephone: 446-6636

Oxford: 38677

The University of Mississippi
Ms. Dorothy H. Parks, Coordinator of
Independent Study, Room 2, E.F. Yerby Conference Center
By appointment at 8:15 a.m. or 1:00 p.m. Monday through
Friday, and 8:30 a.m. the second Saturday of the month.
Telephone: 232-7313

Perkinston: 39573

Perkinston Campus, Mississippi Gulf Coast
Community College
Dr. Larry O'Neal, Dean of Student Services
Dees Hall
By appointment Monday through Friday.

Philadelphia: 39350

Philadelphia-Neshoba County Vo-Tech Center
Mrs. Sara Adams
900 Valley Drive
Telephone: 656-8544

Poplarville: 39470

Pearl River Community College
Dr. Willis Lott, Academic Dean
Administration Building
Weekdays 8:30 - 12:00 a.m. and 1:00 p.m. -
4:00 p.m., Summer schedule: Weekdays only
8:30 - 12:00 a.m. and 1:00 - 3:00 p.m.
Telephone: 795-6801

Scooba: 39358

East Mississippi Junior College
Dr. Dan M. Wather, Director of Planning and Information
Administration Building
Arrangements must be made in advance
Monday through Friday by appointment only
Telephone: 476-8442, Ext. 206

Senatobia: 38668

Northwest Community College
Dr. Barbara H. Jones, Testing Coordinator
Counseling Center
Weekdays 8:30 a.m. to 3:00 p.m. by appointment only
Drawer B
Telephone: 562-5262, Ext. 3205

Southaven: 38671

Northwest Community College—DeSoto Center
Mr. Keith Godbold, Director of DeSoto Center
Weekdays 8:30 a.m. and 1:00 p.m. by appointment
8700 Northwest Drive
Telephone: 342-1570

Starkville: 39762

Mississippi State University
Dr. C.K. Lee, Director of Independent Study
Room 221, Memorial Hall
P.O. Box 5247
Monday through Friday, 8:00 a.m. to 2:00 p.m.
Telephone: 325-2652

Summit: 39666

Southwest Junior College
Mr. William Dunn
Kenna Hall, Box 228
By appointment
Telephone: 684-0411

Tupelo: 38801

University of Mississippi—Tupelo Branch
Mrs. June Frank or Mrs. Virginia Wood
By appointment only
Rt. 2, Box 33
Telephone: 844-5622 or toll free 1-844-5625 within 50 miles

Vicksburg: 39180

Hinds Junior College—Vicksburg Center
Mr. Joseph Louiza or Mr. R.H. Barlow
1624 Highway 27
By appointment
Telephone: 638-0600

Wesson: 39191

Copiah-Lincoln Junior College
Dr. Howell Garner, Dean
J.M. Ewing Hall
By appointment only
Telephone: 643-5101

UNIVERSITY
COURSE DESCRIPTION

ACCOUNTING

Dr. James Dear

ACC 201. Principles of Accounting I. Three Hours
An introduction to financial information systems.
Text: Accounting Principles I by Hermanson, Edwards, Salmonson. Business Publications, Inc., Revised Edition, 1983. Working Papers (Chapters 1-14) and Mac's Wholesale Candy Company Set.

ACC 202. Principles of Accounting II. Three Hours
A continuation of Accounting 210.
Text: Same as ACC 201 — Working Papers (Chapters 15-28). No Practice Set is required.

BIOLOGY

Dr. J. William Cliburn, Dr. B.C. Smith

BSC 400. History of Biology. Three Hours
Lessons and papers concerning the development of biological sciences.
Text: History of Biology by Eldon J. Gardner. Third Edition, 1972.

BSC 406. Zoogeography- A descriptive analytical study of the distribution of plants and animals.
Text: Biogeography by Brown and Gibson. C.V. Mosby Company, 1983.

BUSINESS EDUCATION

Dr. Donna Conerly

BED 300. Business Communications. Three Hours
Prerequisites: Freshman English and the ability to typewrite. A course dealing with: (a) principles of effective business letter writing, including a review of letter layout, punctuation, and grammar; (b) preparation of business letters, such as inquiries and replies, orders, claims and adjustment, credit and collection, sales and application. Emphasis is placed on solving business problems through written communication.
Text: Business Communication Today by Courtland L. Bovee and John V. Thill. New York: Random House, 1987. A good reference dictionary is also necessary.

COACHING AND SPORTS ADMINISTRATION

Dr. Billy Slay, Mr. Larry Ladner

CSA 303. Organization and Administration of High School Athletics. Three Hours
The organizational and administrative procedures of major and minor sports programs.
Text: The Successful High School Athletic Program by Purdy. Parker Publishing Company, Prentice-Hall, 1973.

CSA 321. Basic Fundamentals of Coaching Basketball. Three Hours
The theoretical study of offensive and defensive concepts. A study of philosophy, terminology, strategy, and individual techniques in basketball.

Text: Practical Modern Basketball by John R. Wooden. MacMillan Publishing Company, Third Edition, 1988.

CSA 422. Advanced Techniques of Coaching Basketball. Three Hours
The criteria of player selection with emphasis on the area of theory, principles, and techniques of the offensive and defensive planning and strategy.

Text: Basketball, Concepts and Techniques, 2nd Edition, by Bob Cousy, Frank G. Power, Jr. with William E. Warren. Allyn and Bacon, Inc., 1983.

COMPUTER SCIENCE

Mr.Keith Horne

CSS 100. Introduction to Computing Three Hours
Personal computer concepts, uses of computers in society, introduction to software packages for word processing, data management, spread-sheets, graphics, and introduction to programming using BASIC.

Package of 3 Diskettes available and required in course at an additional cost of $5.00.

Text: Introduction to Computers Using the IBM PC by Steven L. Mandell, Copyright, 1985.

CRIMINAL JUSTICE

Mr. Howard Miller

CJ 200. Introduction to Criminal Justice. Three Hours
An introduction to the fundamentals of police operations from the police image to apprehension of the criminal.

Text: Criminal Justice by Inclardi. Academic Press, 1984.

CJ 332. Traffic Law. Three Hours

Text: Vehicle Traffic Law by Edward C. Fisher. Traffic Institute, Evanston, Ill., Northwestern University, 1974.

ECONOMICS

Mr. James McQuiston

ECO 200. Introduction to Economics. Three Hours
A basic overview of the determination of national income, employment, prices, economic growth and the laws of production, distribution, and allocation. NOT TO BE TAKEN BY STUDENTS who take either ECONOMICS 255 or 256.

Text: Contemporary Economics, by Spencer. (5th Edition) New York. Worth Publishers, Inc., 1983.

Scan-Tron test sheets. (2 packages) approx. 55¢ package.

ECO 255. Principles of Economics I. Three Hours
An examination of the basic institutional environment of American capitalism and the determination of the level of national income, employment, prices, and growth.

Text: Economics, Private & Public Choice, 3rd edition, 1982, Academic Press, Gwatney & Stroup. Course book to accompany text.

ECO 256. Principles of Economics II. Three Hours
An examination of the laws of production and their influence on costs and output. Also, a study of product and factor price determination under varying degrees of competition.

Text: Same as ECO 255.

ENGINEERING TECHNOLOGY

Dr. Howard Heiden, P.E.

INT 301. Engineering Economics. Three Hours
Mathematical techniques used to simplify economic comparisons in the acquisition and retirement of capital goods in industry.

Text: Engineering Economic Analysis by Newman. Engineering Press, Second Edition, 1983.

ENGLISH

Dr. Angela Ball, Dr. David Berry, Mrs. Jimmie Jones, Ms. LaNelle Daniels

ENG 101. Writing One. Three Hours
Stresses clear, effective writing with special attention to syntactical and organizational skills.

Texts: Write to Learn, 2nd Edition by Donald M. Murray, 1987. Holt, Rinehart and Winston, Inc. IBSN 0-03-006218-7

The Rinehart Handbook for Writers by Bonnie Carter and Craig Skates, 1988. Holt, Rinehart and Winston, Inc. IBSN 0-03-021577-3

ENG 102. Writing Two. Three Hours
Prerequisite: English 101. Refines compositional skills and stresses additional rhetorical and research methods.

Texts: Read to Learn: A Writing Process Reader by Donald M. Murray 1986. Holt, Rinehart and Winston, Inc. ISBN 0-03-069776-X

The Rinehart Handbook for Writers by Bonnie Carter and Craig Skates, 1988. Holt, Rinehart and Winston, Inc. ISBN 0-03-021577-3.

ENG 321. Fiction Writing II. Three Hours

Text: Writing Fiction: A Guide to Narrative Craft, Janet Burroway; Little, Brown, 1982.

The Elements of Style (current, indexed edition) William Strunk, Jr. and E.B. White; MacMillan.

ENG 322. Poetry Writing II. Three Hours

Text: Writing Poems, Robert Wallace, Little, Brown and Company.

ENG 421. Fiction Writing III. Three Hours

Text: Writing Fiction: A Guide to Narrative Craft, Janet Burroway: Little, Brown, 1982.

The Elements of Style (current, indexed edition) William Strunk, Jr. and E. B. White: MacMillan.

ENG 422. Poetry Writing III. Three Hours

Text: Writing Poems, Robert Wallace, Little, Brown and Company.

ENG 454. Shakespeare's Comedies and Tragicomedies. Three Hours

Prerequisite: Junior standing. A review of background material related to Shakespeare and Elizabethan drama and a careful examination of eight comedies and tragicomedies.

Text: Shakespeare, the Complete Works, ed. G.B. Harrison New York, New York: Harcourt, Brace, & Company, 1952. **Shakespeare, Modern Essays in Criticism,** ed. Leonard F. Dean. New York, New York: Oxford University Press, 1967. Revised Edition.

ENG 485. Literature of the South. Three Hours

Text: The Literary South by Louis D. Rubin, Jr., New York: John Wiley and Sons, Inc., 1979. **Absalom, Absalom,** by William Faulkner. New York: Modern Library, 1964. **Native Son** by Richard Wright. New York: Harper & Row Publishers, 1966.

FINANCE

Mary Ann Thornton

FIN 220. Personal Finance. Three Hours

A study of the financial problems that people encounter in planning and managing their individual affairs. Emphasis is given to choosing an occupation, budgeting, borrowing, savings, investments, and life insurance. The course will cover social security, annuities, home ownership, taxes, estates, and wills and trusts.

Text: Personal Finance by Wolf. Seventh Edition, 1984, Allyn and Bacon.

FOREIGN LANGUAGES

Dr. Roger Johnson

FL 121 Beginning German I. Three Hours

Text: Moeller, Jack and Liedoff, Helmut. **Deutsch heute: Grundstufe.** Third Edition. Boston: Houghton-Mifflin, 1984. ISBN: 0-395-34473-5.

Moeller, Jack, et al. **Workbook/Lab Manual to accompany Deutsch heute: Grundstufe.** Third Edition. Houghton-Mifflin, 1984. ISBN 0-395-34475-1.

Moeller, Jack, et al. Student Cassette Program for **Deutsch heute: Grundstufe** Third Edition, Part I (six cassettes).

Goedsche, C.R. and Glaettli, **Schweitzer** (Cultural Graded Readers, Alternate German Series, I.) Boston: Heinle and Heinle, 1966.

FL 122. Beginning German II. Three Hours

Books 1 and 2 same. Cassette Program for **Deutsch heute: Grundstufe,** Third Edition, Part 1 and 2 (twelve cassettes).

Goedsche, C.R. and Glaettli. Thomas Mann(Cultural Graded Readers, Alternate German Series, II.) Boston: Heinle and Heinle, 1957 or later.

FL 221. Intermediate German I. Three Hours

Same books 1 and 2 as FL 121.

Goedsche, C.R. and Glaettli. **Heine** (Cultural Graded Readers, Alternate German Series, III.) Boston, Heinle and Heinle, 1958 or later (Cassette recordings to accompany **Deutsch heute: Grundstufe.** Third Edition, Part 2.)

Goedsche, C.R. and Glaettli. **Beethoven** (Cultural Graded Readers, Alternate German Series, IV). Boston, Heinle & Heinle, 1959.

FL 222. Intermediate German II. Three Hours

Moeller, Jack, et al. **Kaleidoskop: Kultur, Literatur und Grammatik.** Boston: Houghton-Mifflin, 1983. ISBN 0-395-32719-9.

Beckman-Sharon, Barbara, et al. **Workbook/Laboratory Manual to Accompany Kaleidoskop: Kultur, Literatur and Grammatik.** Parts 1 and 2, twelve cassettes. Boston: Houghton-Mifflin, 1983.

GENERAL BUSINESS ADMINISTRATION

Dr. Durwood Ruegger, Dr. Joseph Clements

GBA 295. The Legal Environment of Business. Three Hours

A study of the Mississippi and the Federal Court Systems, Torts and Contract Law. The course is designed to reflect the impact of law upon society.

Text: Business Law, Text and Cases, (2nd Edition) by Joseph L. Frascona, WM C. Brown Publishers, 1984.

GBA 375. Managerial Communications. Three Hours

Effective principles and practices of written communication (letters and reports) and their functional translation in terms of audience evaluation.

Text: Business Communication: Theory and Application by Raymond V. Lisikor. Homewood, Ill.: Richard D. Irwin, Inc., Fourth Edition, 1980.

GEOGRAPHY

Dr. Arthell Kelley

GHY 101. World Regional Geography. Three Hours

An introductory course in world regional geography.

Text: Geography: Regions and Concepts by Harm J. Blij. New York, New York: John Wiley and Sons. Third Edition 1981. **Goodes World Atlas.** Chicago, IL: Rand McNally, Sixteenth Edition, 1982.

GHY 102. Introduction to Geography Three Hours

An introduction to Geography focusing on the basic elements and concepts of Geography.

Text: The Earth: A Topical Geography by Harm J. Blij. New York, New York: John Wiley and Sons. Second Edition, 1980. **Goodes World Atlas.** Chicago, IL: Rand McNally. Sixteenth, 1982 (paperback).

GHY 401. Geography of the United States and Canada. Three Hours
Open to sophomores, juniors, and seniors.

Text: Regional Landscapes of the United States and Canada by Steven S. Birdsall and John W. Florin, Third Edition, John Wiley & Sons, 1985.

GEOLOGY

W.S. Hamilton, Jr., Dr. Maurice Meylan

GLY 101. Physical Geology. Three Hours
An introduction to the study of our planet, the Earth, and the physical processes responsible for its characteristics, the shaping of the major features of its landscapes, and the development of our environment.

Text: The Earth: An Introduction to Physical Geology, 2nd Edition, (1987) by E. J. Tarbuk and F. K. Lutgens. Merrill Publishing Company.

GLY 103. Historical Geology. Three Hours
Prerequisite: GLY 101 or its equivalent. A study of the history of the Earth as revealed through examination of its rock characteristics and their fossil content.

Text: The Earth Through Time by Levin. Saunders Company, 1978 Edition.

HEALTH EDUCATION

Dr. Neal Richard Boyd, Jr.

HSE 101. Personal Wellness. Three Hours
An examination of the relationships of various lifestyle components to various levels of wellness.

Text: Core Concepts in Health, Insel & Roth, Mayfield Publishing, 1982.

HSE 321. Community Health. Three Hours
Community control of environmental health hazards, community control of diseases, health agencies.

Text: Community Health by Lawrence Green and C.L. Anderson, Mosby, 1982, 4th edition.

HSE 430. Marriage and Human Sexuality. Three Hours
Physical, emotional, and social bases for successful courtship, marriage, and parenthood.

Text: The Individual Marriage, and the Family by Lloyd Saxton. Wadsoth Publishing Co., Belmont, California, Fourth Edition, 1980.

HISTORY

Dr. Samuel Wells, Dr. Jay Anglin

HIS 101. World Civilization To 1648 A.D. Three Hours

Text: World Civilization Past and Present, by Wallbank and Taylor. Chicago, IL: Scott, Foresman and Company, Sixth Edition, 1987. Outline maps required.

HIS 102. World Civilization Since 1648 A.D. Three Hours
A continuation of above.

Text: World Civilization Past and Present, by Wallbank and Taylor. Chicago, IL: Scott, Foresman and Company, Sixth Edition, 1987. Outline maps required.

HIS 140. The United States to 1877. Three Hours

Text: America: Past and Present, by Robert A. Divine, T. H. Breen, George M. Fredrickson, and R. Hal Williams. Scott, Foresman and Company, Glenview, IL, 1987 (2nd Edition).

HIS 141. United States Since 1877. Three Hours

A continuation of above

Text: Same as HIS 140.

HOTEL AND RESTAURANT ADMINISTRATION

Taylor Damonte

HRA 480. Hospitality Industry Accounting. Three Hours

Accounting principles applied to hospitality industry. Financial statement analysis through case study. Managerial accounting emphasized.

Text: Hospitality, Management, Accounting, by Michael Coltman. Third Edition, 1987.

HRA 481. Legal Aspects of the Hospitality Industry Three Hours

Origin, development, and principles of common and statutory law as they apply to the travel industry.

Text: Hotel Law, Principles and Cases by John Goodwin, Publishing Horizons, 1987.

INDUSTRIAL AND VOCATIONAL EDUCATION

Dr. Carlos Boyte

IVE 323. Engineering Drawing I. Three Hours

Introduction to mechanical drafting.

Text: Technical Drawing by Giesecke, Frederick E., and others. New York: Macmillan and Co., Inc. Eighth Edition, 1986. Cost Approx. $20.00

IVE 324. Engineering Drawing II. Three Hours

Prerequisite: IVE 323. A continuation of mechanical drafting.

Text: Same as for IVE 323.

JOURNALISM

Dr. Dennis R. Jones

JOU 301. Feature Writing. Three Hours

How to write and sell feature articles to professional magazines.

Text: Free-Lancer and Staff Writer: Newspaper Features and Magazine Articles by William L. Rivers and Alison R. Work. Belmont, CA: Wadsworth Publishing Co., Inc., 1986.

Writer's Market (Current yearly issue). Writer's Digest Book's, F and W Publication, 1507 Dana Avenue, Cincinnati, Ohio 45207. You may also find this publication in your Public Library.

MANAGEMENT

J.L. Davis, Sr., APD

MGT 360. Fundamentals of Management. Three Hours
Introduction to planning, organizing, staffing directing, and controlling production processes and human behavior in organizations, including the social, legal, and economic environments.
Text: Management by Ricky W. Griffin, 1984.

MARKETING

Ms. Dolly Loyd

MKT 300. Principles of Marketing. Three Hours
An integrated managerial-systems approach to the study of marketing functions in organizations. Development of marketing concepts, institutions, functions, and policies are analyzed within the framework of the competitive, legal, economic, and social environment.
Text: Principles of Marketing by Joel R. Evans and Barry Berman. Macmillian Publishing Company, New York, ISBN 0-02-334340-0.

MATHEMATICS

Dr. Robert King, Dr. Porter Webster, Mr. Ronald Putthoff

MAT 101. College Algebra.* Three Hours
Prerequisite: Two years of high school algebra or MAT 099. Polynomials, factoring, functions and graphs, linear and quadratic equations and inequalities.
Text: A Problem Solving Approach by Walter Fleming and Varberg, Prentice Hall, 3rd Edition, 1988. ISBN 0-13-141656-1.
*Students completing the graduation requirements listed in the 1986-87 and subsequent University catalogs cannot take this course to complete the University core requirement for College Algebra.

MAT 103. Plane Trigonometry. Three Hours
Prerequisite: MAT 101 or equivalent.
Text: Plane Trigonometry by Johnson. Prentice-Hall, Inc., Second Edition, 1978. Prerequisite: Two years of high school algebra or the equivalent. Trigonometric functions and their inverses, trigonometric identities and equations, solutions of triangles, logarithms.

MAT 112. Finite Mathematics for Business and Social Sciences. Three Hours
Prerequisite: MAT 101. Sets, relations, functions, graphs, sequences, interest, equations, matrices, inequalities, linear programming.
Text: Applications of College Mathematics by Stancl & Stancl, D.C. Heath, 1983.

MAT 167. Calculus I with Analytic Geometry. Three Hours
Prerequisite: MAT 103. Functions, limits, derivatives, application of the derivative, and selected topics from analytic geometry.
Text: Calculus with Analytic Geometry by Howard Anton, John Wiley & Sons. New York, New York, Second Edition, 1984.

MAT 168. Calculus II with Analytic Geometry. Three Hours
Prerequisite: MAT 167. Definite and indefinite integrals, applications of the integral transcendental functions, and selected topics from analytic geometry.
Text: Same as MAT 167

MAT 169. Calculus III With Analytic Geometry. Four Hours
Prerequisite: MAT 168. Techniques of integration, infinite series, L'Hospital's rule, improper integrals. Taylor's formula, and selected topics from analytic geometry.
Text: Same as MAT 167 and MAT 168.
(The fee is assessed for this course according to the number of hours).

MAT 210. Mathematics for Elementary Teachers I. Three Hours
Prerequisite: MAT 101. The structure of real number system and its major sub-systems; the natural numbers, the integers, and the rational numbers.
Text: Mathematics, An Informal Approach by Albert B. Bennett, Jr. and Leonard T. Nelson, Allyn and Bacon, Inc., 1979.

MAT 310. Mathematics for Elementary Teachers II. Three Hours
Prerequisite: MAT 210. Basic concepts of geometry and probability and statistics.
Text: Mathematics, An Informal Approach by Albert B. Bennett, Jr. and Leonard T. Nelson, Allyn and Bacon, Boston, 1979.

MAT 410. Mathematics for Teachers of Junior High School Mathematics. Three Hours
The real number system and major subsystems, introduction to algebra, informal geometry, consumer mathematics, and an introduction to BASIC programming
Text: Fundamentals of Mathematics, 3rd edition, Macmillan, 1983 by William M. Setek.

PHILOSOPHY AND RELIGION

Dr. Graham Hales, Ms. Frances Matheny, Richard Randall

PHI 151. Introduction to Philosophy. Three Hours
Philosophy begins in wonder. Have you ever wondered why?
Text: Philosophy: An Introduction to the Art of Wondering by J.L. Christian, 3rd Ed. Holt, Rinehart, and Winston.

PHI 253. Introduction to Logic. Three Hours
Course is designed to sharpen your skills in critical thinking and generally broaden your ability to reason. Three major areas will be studied: (1) traditional deductive logic, (2) symbolic logic, and (3) logic and language, with the emphasis on informal fallacies.
Text: Introduction to Logic, Sixth Edition, Irving M. Copi, New York, New York: Macmillian, 1982.

PHI 356. Ethics. Three Hours
This course deals with the nature of morality, important representative thinkers and topics of serious ethical concern. Some representative issues are: medical ethics (e.g. euthonasia, abortion), capital punishment, suicide, violence, environmental ehtics, authority and responsibility.
Texts: Tough Decisions by Freeman and McDonald, Oxford Press, 1987. ISBN 0-19-504245-5 (paperback).
The Elements of Moral Philosophy by James Rachels, Random House. ISBN 0-87722-405-6

REL 131. Introduction to Religion. Three Hours
The study of religion as an aspect of human culture with attention to both Christian and non-Christian religions.
Text: Religion and Modern Man by John B. Magee, Harper & Row Publishers, 1967.

REL 131. Introduction to Religion. Three Hours
An introduction to religions of the world, historic and contemporary.
Text: Religions of the World by Niels C. Nielson, Jr., et al., St. Martin's Press, 1983. PLEASE NOTE: A STUDENT MAY REGISTER FOR EITHER REL 131 COURSE LISTED ABOVE AND CHOOSE ACCORDING TO THE TEXT THAT IS REQUIRED.

REL 335. The Life of Jesus Three Hours
A study of the life of Jesus as presented in the first three gospels.
Text: Jesus: The Man, the Mission, and the Message, by Milo Connick. Prentice-Hall Publishers, 1974. Parallel Readings: the Gospels of Matthew, Mark, and Luke.

PHYSICAL EDUCATION

Mr. James Townley

PED 426. Organization and Administration of Health and Physical Education. Three Hours
A study of the dimension and scope of the problem of administration in physical education and athletics.
Text: Administration of Physical Education and Athletic Programs by Charles Bucher, C.V. Mosby Company, 8th Edition, 1983. ISBN 0-8016-0852-X

POLITICAL SCIENCE

Dr. William Hatcher, Dr. Jimmy Lea

PS 101. American Government Three Hours
An introductory course in the principles and practices of American government and Politics.
Text: Democracy Under Pressure. (fifth edition, 1985), Cummings and Wise.

PS 220. Introduction to Political Science. Three Hours
Text: Political Thinking: The Perrennial Questions (3rd edition), Boston, Mass: Little, Brown and Company, 1979. (Paperback) **The World of Politics: A Concise Introduction** by Max J. Skidmore, et al., New York: St. Martin's Press, 1980. (Paperback)

PS 301. State and Local Politics. Three Hours
A study of state and local governments in the United States.
Text: Governing American States and Communities by Elder and Kiser, 1983.

PSYCHOLOGY

Mr. Lee Hildman, Dr. Andrea Wesley, Dr. James D. Lowe, Jr.

PSY 110. General Psychology. Three Hours
Open to freshmen. An introduction to the scientific study of human behavior and experience.
Text: Psychology: An Introduction by Benjamin B. Lahey. WM. C. Brown Co., Publishers, 1983. ISBN 0-697-06560-X(Paperback)

PSY 231. Psychology of Personal Adjustment. Three Hours
Prerequisite: Psychology 110. Understanding of the problems people face in our society, and the diverse ways in which they respond to these problems.
Text: Psychology of Adjustment by Henry E. Adams. New York, New York: The Ronald Press Co., 1972.

PSY 370. Child Psychology Three Hours
Prerequisite: PSY 110. Study of child through the elementary school years, emphasizing principles and problems of development.
Text: A Child's World: Infancy Through Adolescence (3rd Ed.) by Diane E. Papalia and Sally Wendkos Olds, McGraw-Hill Book Compnay, New York, 1982.

PSY 372. Adolescent Psychology. Three Hours
Prerequisite: PSY 110. Psychological development of the individual through the adolescent years.
Text: Adolescence and Youth: Psychological Development in a Changing World, Second Edition by J.J. Conger. New York: Harper and Row, 1977.

REAL ESTATE AND INSURANCE

Dr. Durwood Ruegger, Dr. Charles Cartee

REI 330. Real Estate Principles. Three Hours
Introduces the student to the field of real estate with topics such as real estate finance, residential and income appraisal, property management, law, brokerage and others covered.
Texts: Real Estate Principles for License Preparation in Mississippi by Nicholas Ordway, and Dennis S. Tosh. Reston Publishing Co., Inc. 1985.
Mastering Real Estate Mathematics by William L. Ventolo, Jr., Lynette K. Marks, and Wellington J. Allaway. Chicago: Real Estate Education Company, Fourth Edition, 1985.

REI 334. Residential Valuation. Three Hours
Exposes the student to the basic concepts and procedures involved in the appraisal of residential real estate.
Text: Fundamentals of Real Estate Appraisal by William L. Ventolo, Martha R. Williams and James H. Boykin. Chicago: Real Estate Education Company, Third Edition, 1983.

REI 340. Real Estate Law Three Hours
The law of real property and the law of real estate brokerage. It is designed to meet the requirements for salesperson's or broker's licensing.
Text: Real Estate Law George J. Siedel, West Publishing Company, 1979, 4th Reprint, 1986.
REI 432. Real Estate Finance Three Hours
To provide the student with a broad base of knowledge essential to understanding the role of finance or mortgage lending to the real estate industry.

Text: Brueggeman, William B. and Stone, Leo D. **Real Estate Finance.** Seventh Edition. Homewood: Richard D. Irwin, Inc., 1981.

Sirota, David **Essentials of Real Estate Finance.** Third Edition. Chicago: Real Estate Education Co., 1983.

RECREATION

Dr. Allen Ellard

REC 323. Theory of Recreation Leadership. Three Hours
A study of the theory, methods, and techniques for leading individuals in small and large group activity, and performing the function of professional leadership within the community and non-community recreational settings.

Text: Recreation Leadership and Supervision: Guidelines for Professional Development by Richard G. Kravs, Gay Carpenter, and Barbara J. Bates. Saunders College Publishing, Second Edition, 1981.

RESEARCH AND FOUNDATIONS

Dr. Bonnie Davis

REF 336. Principles and Guidance. Three Hours
An introductory course dealing with fundamental philosophy, methods, and organization of guidance services in the public secondary schools.

Text: Guidance: A Developmental Approach by Peters and Forwell. Chicago, Illinois: Rand McNally & Co., Second Edition, 1966.

SCIENCE EDUCATION

Dr. Fred Brown, Dr. Isadore Sonnier, Dr. Lawrence Bellipanni

FUNDAMENTALS OF SCIENCE

FS 104. Physical Science I. Three Hours
College physical science.

Text: Physical Science with Modern Applications by Melvin Merken. Saunders Golden Sunburst Series. Saunders College. Philadelphia, Third Edition, 1984.

FS 105. Physical Science II. Three Hours
College physical science, chemistry, and earth science.

Text: Physical Science with Modern Applications by Merken, M. (3rd Edition) Philadelphia, PA: Saunders College Publishing, 1984.

FS 106. Biological Science I. Three Hours
Studies in the general life science with emphasis on the systems of man.

Text: Inquiry Into Life by Mader. Fourth Edition, 1985. W.C. Brown Publishers. ISBN 0697-047113

FS 107. Biological Science II. Three Hours
Studies of the diversity of life in plants and animals.

Text: Same as FS 106.

SOCIOLOGY AND ANTHROPOLOGY

Dr. Gil Dunn, Dr. James Flanagan, Mr. Robert Turner

SOC 101. Introduction to Sociology. Three Hours
A course designed to give the student a general overview of the content and methodology of sociology. Prerequisite to all other sociology courses.
Text: Introduction to Sociology by Stokes. 1984 Edition, ISBN 0697075494X

SOC 314. The Family. Three Hours
An analysis of the structure and functions of the family as an institution and the factors making for family change.
Text: Marriage and Family Today (3rd edition) by Keight Melville. New York: Random House, 1983.

SOC 341. Criminology. Three Hours
Prerequisite: SOC 103. A study of causes, treatment, and prevention of crime. The presentation deals with criminology, penology, and criminal legislation in ancient and modern time. Not open to USM students with credit in SOC 280.
Text: Criminology by Edwin H. Sutherland and Donald Cressey (8th Edition), 1970. Dilemmas in Criminology by Leonard Savitz, McGraw-Hill Book Co., 1967.

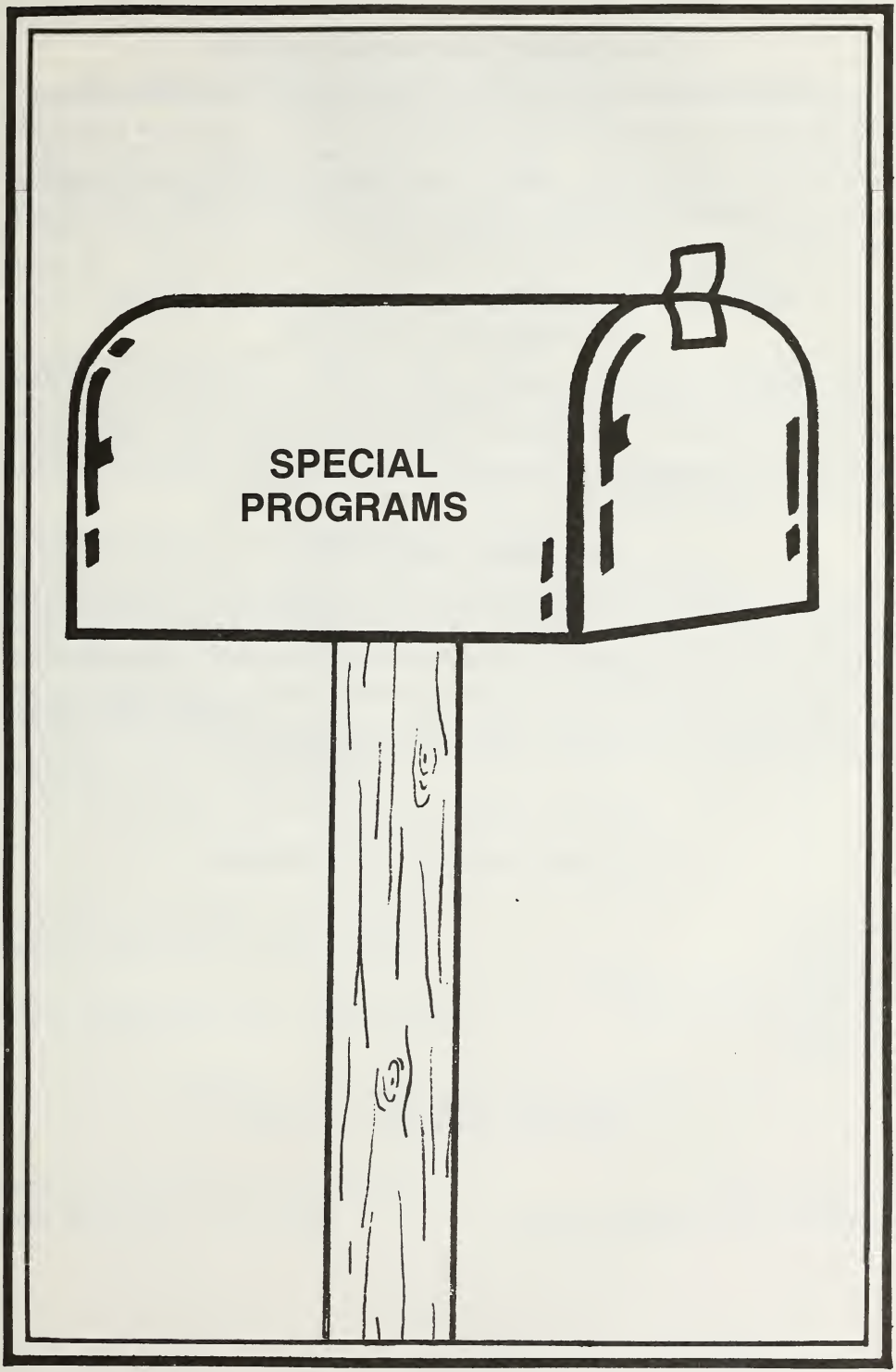
ANT 101. General or Introduction to Anthropology. Three Hours
An overview of the field of Anthropology: Physical Anthropology, Linguistics, Ethnology, and Archaeology; learning to understand and appreciate the different peoples and lifestyles throughout the world.
Text: Anthropology by William A. Haviland. New York. Holt, Rinehart, and Winston, 1985. ISBN 0-03-000498-5

THERAPY

Dr. Tommy Boone, Dr. Boyd Kellett

THY 454. Neurological Concepts and Implications in Human Functioning Three Hours
Text: Correlative Nuroanatomy & Functional Neurology 17th edition by Joseph G. Chusid. Lange Medical Publications, 1979 ISBN 0-087041-011-3. **Neurosciences for Allied Health Therapies** by Donald R. Brown. The C.V. Mosby Company, 1980, ISBN 0-8016-0827-9. Note: This course requires additional special fee.

THY 455. Pathological Concepts and Implications in Human Functioning Three Hours
A review of dynamic disease processes that affect body functioning with an emphasis on these diseases which affect the major organs or systems related to motorfunctions.
Text: Pathophysiology: Clinical Concepts of Disease Processes by Sylvia Anderson Price and Lorraine McCarthy Wilson. New York, N.Y. McGraw-Hill Book Company, 1978. ISBN 0-07-050857-7. NO ADDITIONAL FEES ARE REQUIRED.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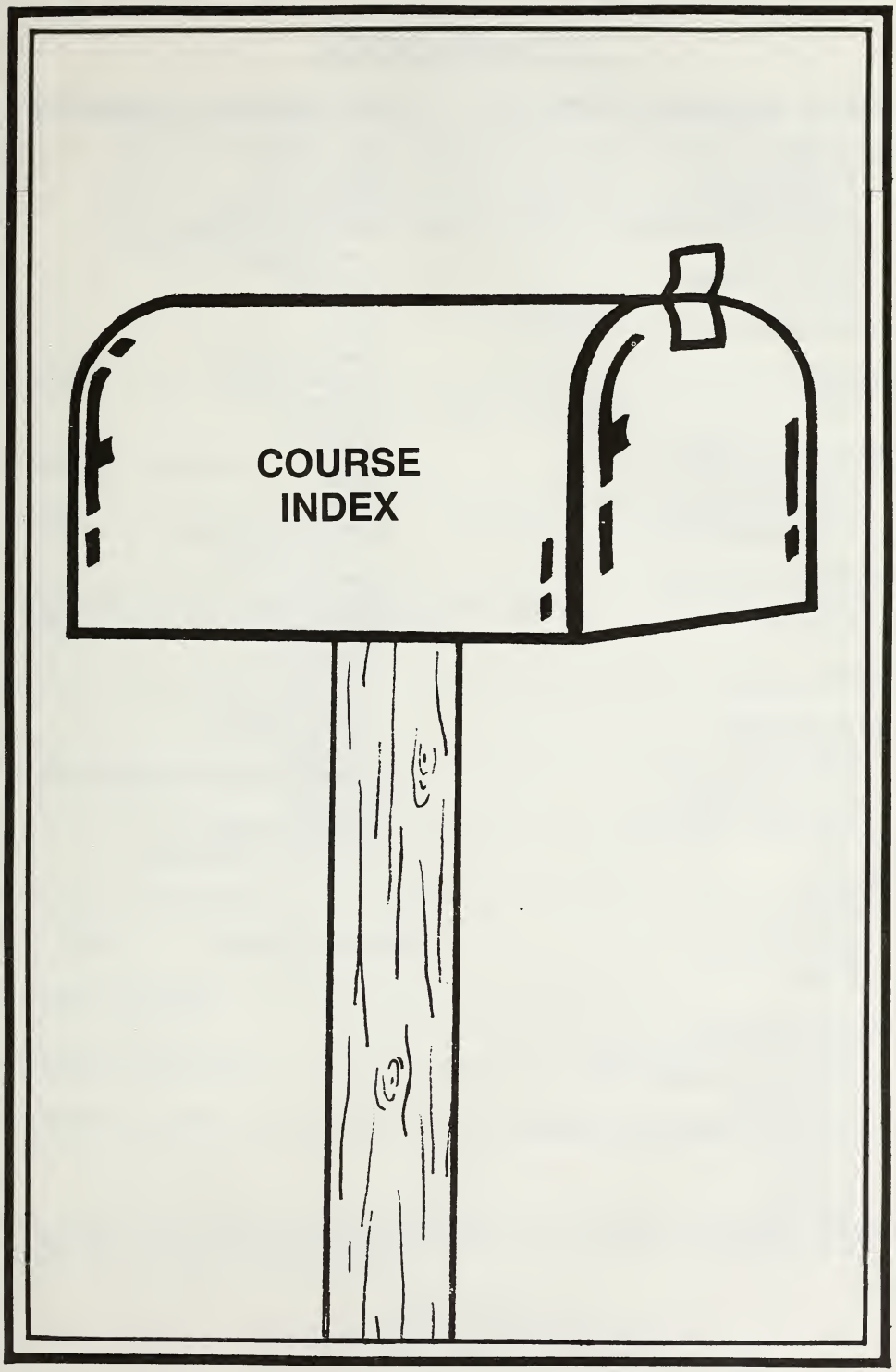
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